CURATORIAL INTERNSHIP

DEPARTMENT: Curatorial

INTERNSHIP TYPE: Unpaid/Administrative/Project Based

LEVEL: Undergraduate, Graduate/Recent Graduate

AVAILABILITY DESIRED: PT (14-21hrs/wk)

Open since October 2015, the Sugar Hill Children’s Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC’s Sugar Hill development at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides children with opportunities to discover engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for 3-8 year olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and newly commissioned artist projects; intensive hands-on art education programs; storytelling series; and other family programs.

Under the supervision of the Associate Director of Curatorial Programs, the Intern will be instrumental in expanding the reach of the Museum, solidifying its daily operations, and maximizing Sugar Hill Children’s Museum of Art and Storytelling’s (SHCMAS) exposure. The internship provides a great opportunity to gain experience in the arts and marketing & communication world.

Tasks will include: 1) Exhibition-related: Prepare gallery models and exhibition mock ups, prepare checklist images as needed, create layout for gallery wall text, draft exhibition renderings, Takes photographs of exhibitions as needed for exhibition rendering; 2) Programming: Research complementary programming, scan children’s books, prepare Power point presentations as needed; 3) General: support with general administrative office duties.

Desired qualities/skills: Dynamic, self-motivated, outgoing, highly organized individual with solid research skills, including exceptional writing ability and capacity for working with diverse populations. Proficient with an Exacto knife, glue gun, foam core. Ease with technology is a must, including proficiency in Adobe Creative programs (Photoshop, Illustrator), and MS Office (Power Point). Ability to interpret floor plans into scale models. Knowledge and/or interest in the arts and cultural community (Sugar Hill) are a plus.

HOW TO APPLY
Please resume via email to interns@sugarhillmuseum.org with ‘Curatorial Intern’ in the subject line. No phone calls, please. This is an unpaid internship.

SHCMAS is committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability.